

LEWIS COUNTY REQUEST TO INSPECT OR COPY PUBLIC RECORD

DATE & TIME _____

NAME OF PERSON MAKING REQUEST _____

ADDRESS _____

PHONE NO. _____ EMAIL ADDRESS _____

☐ AUDITOR ☐ ASSESSOR
☐ CORONER ☐ TREASURER
☐ DISTRICT COURT ☐ CENTRAL SERVICES
☐ SUPERIOR COURT ☐ CLERK'S OFFICE
☐ PROSECUTOR ☐ E-9-1-1
☐ HEALTH DEPT. ☐ PUBLIC WORKS
☐ FISCAL DEPT. ☐ RISK MGMT.
☐ COMMUNITY DEVELOPMENT ☐ HUMAN RESOURCES
☐ COUNTY COMMISSIONERS ☐ SHERIFF'S DEPT.
☐ CODE ENFORCEMENT

REASON FOR REQUEST: _____

DESCRIPTION OF RECORD REQUESTED (Including dates, as best known. Failure to adequately identify records may cause delay or an incomplete response).

NOTE: If your request is unclear, you may be asked later to clarify what records you are seeking. If you fail to clarify your request or abandon your request, LEWIS COUNTY may close your request for records. RCW 42.56.520 & 42.56.040. If you have a question that you are seeking an answer to and are not seeking a specific document, please do not use this form and instead pose your question(s) to the appropriate county personnel.

In some circumstances the processing of your request or an official response to your request may take up to five (5) business days. Upon locating documents I request:

- ☐ INSPECTION ONLY AT COUNTY OFFICE (NO COST) ☐ COPY ALL (COPYING FEE) ☐ I WILL PICK-UP
☐ INSPECTION, THEN COPY SELECTED PAGES ☐ MAIL RECORDS TO ME (POSTAGE MAY APPLY)

I understand that using public documents that contain lists of individuals for commercial purpose, violates Washington State Law and the privacy rights of such individuals. I understand that "commercial purposes" means, at a minimum, that such lists will be used to contact or affect individuals to facilitate profit-seeking activity. I agree not to use the above-requested document(s) for commercial purposes and I acknowledge an affirmative duty to prevent others from so doing.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct: _____

Signature

DISPOSITION:

DATE	ACTION TAKEN	NAME OF EMPLOYEE PROCESS REQUEST
	EXEMPTION(S):	
	NUMBER OF COPIES:	TOTAL CHARGE: